

CIVIL ENGINEER II

General Statement of Duties: Performs skilled engineering work in survey, design, and construction of municipal projects and facilities under the general direction of the City Engineer. Does related work as required.

Distinguishing Features of the Class: Has full technical responsibility for interpreting, organizing, executing, and coordinating assignments. Plans and develops engineering projects concerned with unique or controversial problems which have an important effect on major organization programs. This involves exploration of subject area, definition of scope and selection of problems for investigation and development of novel concepts and approaches. Maintain liaison with individuals and units within or outside his/her organization, with responsibility for acting independently on technical matters pertaining to his/her field. Work at this level usually requires extensive progressive experience. Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits.

Areas of Accountability:

1. Administers Capital Improvement Projects.

- Communicates with consultants on project goals, standards and specifications;
- Directs consultant project design process and reviews design submittals;
- Acts as City's representative during construction;
- Documents progress of work;
- Certifies estimates of work completed for payment of contractor;
- Coordinates activity of contractor with other City departments and the public;
- Interprets contract documents and specifications;
- Processes project pay requests and change orders.

2. Administers Stormwater Management Program.

- Ensures compliance with the City's National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer Systems (MS4) Permit; including public outreach and education, public participation and involvement, illicit discharge detection and elimination, construction monitoring, post construction planning standards and monitoring, good housekeeping practices and employee training;
- Develops and implements ordinances for stormwater management and ensures compliance with applicable enforcement activities;
- Maintains detailed and accurate records related to NPDES permit compliance;
- Conducts site inspections to assess storm water pollution prevention, erosion and sediment control and utilization of Best Management Practices (BMPs), investigates permit violations and generates enforcement actions;
- Prepares and presents oral and written reports, public presentations and education programs.

3. Administers Levee System Program.

- Oversees efforts to maintain FEMA Levee Accreditation and active participation in the National Flood Insurance Program;
- Coordinates levee activities with U.S. Army Corps of Engineers and ensures compliance with requirements of the PL 84-99 program;
- Assists with oversight of levee operations and maintenance.

4. Performs plan reviews for private development.

5. Assists City Engineer in preparing capital improvements program.

6. Prepares technical reports that are clear, factual, and specific in recommendations.

7. Deals with the public, other City departments, various agencies, and contractors in a positive manner.

8. Participates on City management teams to deal with specific problems and issues.

9. Maintains engineering records and files according to established systems.

10. Prepares plans, specification, and contract documents for bidding purposes.

- Designs construction drawings for street, drainage, and sewer improvements;
- Directs work of engineering staff in preparation of drawings;
- Writes specifications and prepares estimates.

11. Performs additional duties as required.

Required Knowledge, Skills and Abilities: Extensive knowledge of the principles and practices of civil engineering as applied to the administration of diversified public works activities; considerable knowledge of modern principles and practices of public works administration; considerable knowledgeable in the use of personal computers; good knowledge of street and sewer design, construction practices and surveying; demonstrated ability to independently plan and supervise public works activities in a coordinated manner; ability to establish and maintain effective working relationships with subordinates, other agencies, consultants, and the public; self initiative and resourcefulness.

Acceptable Experience and Training: Graduation from a college or university with BS degree in Civil Engineering and be registered as a Professional Engineer in the State of Iowa. Must have a valid driver's license.